

Roosevelt High School Print Manager Procedures

1. Roosevelt students begin each year with an account of 100 sheets of paper. Students can carry forward their accounts of paper from previous years (i.e. 25 sheets of paper left from 2011-2012 carry into 2012-2013 school year).
2. Once a student account runs empty of paper, the following rules apply:
 - A. A student can pay \$5 for 100 sheets (or more if they choose to)
 - OR**
 - B. A student can, in an emergency situation, borrow \$2 worth of paper from the library once their account has run empty (*This is a one-time allowance only! Student must pay fine for this allowance in order to receive more paper in their account*).
 - C. Librarian will collect all fees for printing and issue a receipt to student and update print manager on student accounts.
3. Student accounts will be managed in the print manager system that keeps track of the number of pages that students have left for printing as well as the number of pages a student has printed for the school year.
4. Students may monitor their accounts. In the lower right-hand corner of the computer screen are a series of icons in addition to the digital clock that displays the time. Bring the cursor over the icon of the small printer. The "Printing Information" will list the user's name, account balance, and the total number of pages printed.